

How to Create New Pages

The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', 'SP Page Builder', and 'Grant PUD'. The left sidebar contains various management categories like 'CONTENT', 'STRUCTURE', 'USERS', 'CONFIGURATION', 'EXTENSIONS', 'MAINTENANCE', and 'JSITMAP'. The main content area features several sections: 'You have post-installation messages', 'SAMPLE DATA' with a 'Blog Sample data' link, 'SP PAGE BUILDER' with two buttons: 'Add New Page' (yellow with a plus sign) and 'Pages' (green with a document icon), 'LOGGED-IN USERS' table, 'POPULAR ARTICLES' list, and 'RECENTLY ADDED ARTICLES' list. A dashed arrow points from the 'Pages' button to the 'Where:' section on the right.

LOGGED-IN USERS	
Ryan Holterhoff	2018-09-05 00:06
Christine Pratt	2018-09-28 16:27
Christine Pratt	2018-09-12 15:50
Ryan Holterhoff	2018-09-05 23:40
Erin McIntyre	2018-09-14 21:58

POPULAR ARTICLES	
1442 frontpage	2018-02-16 04:26
297 Recreation	2018-02-17 04:09
70 About Us	2018-03-09 22:08
53 What We Do	2018-03-13 04:27
44 Rates & Fees	2018-04-20 14:27

RECENTLY ADDED ARTICLES	
Commission recap: Sept. 25 Christine Pratt	2018-09-27 23:38
Initiative 1631 would increase Grant PUD costs by millions Christine Pratt	2018-09-20 17:42
August Form Submissions Super User	2018-07-30 21:08
Shoreline Protection Super User	2018-04-23 05:12
Safety & Restrictions Super User	2018-04-23 05:11

View Site | 145 Users | 0 Messages | Log out | Joomla! 3.8.6 — © 2018 Grant PUD

Where:

<https://www.grantpud.org/administrator/index.php>

Also accessible in the Back-End Editor's Main Page under **Add New Page and Pages**

Overview:

To add a new page to the site, navigate to the main page of the back-end editor, and you'll see two large buttons: "Add New Page" and "Pages".

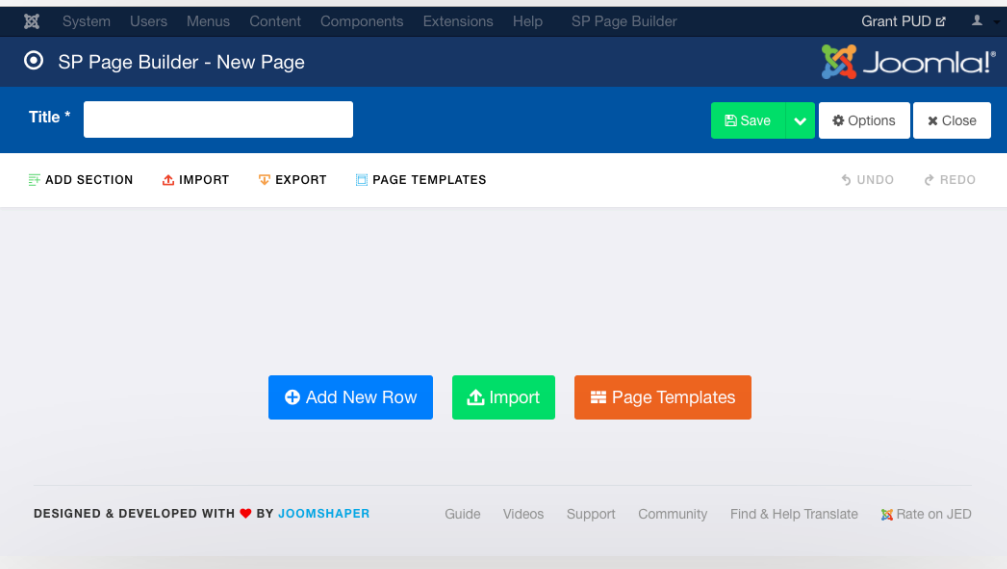
Details:

To build a page from scratch, you can click on "Add New Page", which will allow you to place new elements and build a page, starting with a blank slate.

Our recommendation is to leverage the work on other pages however.

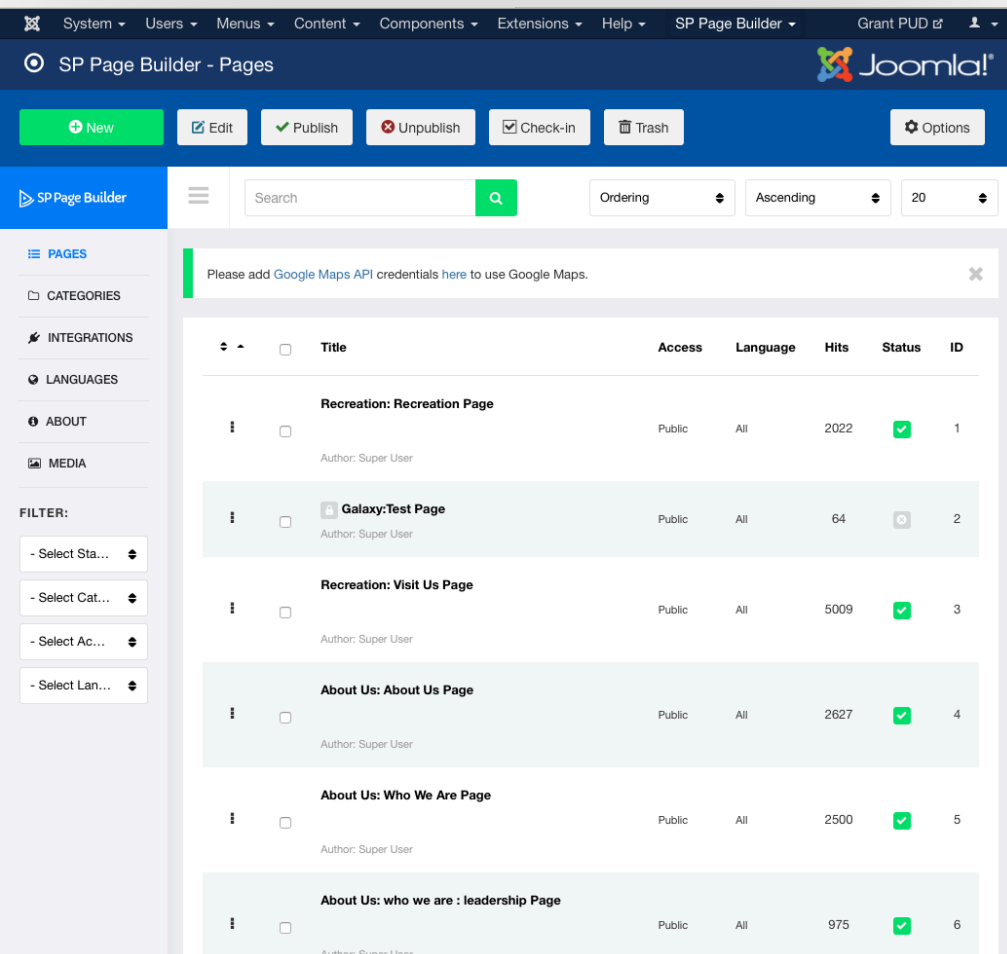
We recommend that before you begin a new page, look through the site for similar pages that you can build from. Once you find a similar page, click on the green "Pages" button.

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Add A New Page

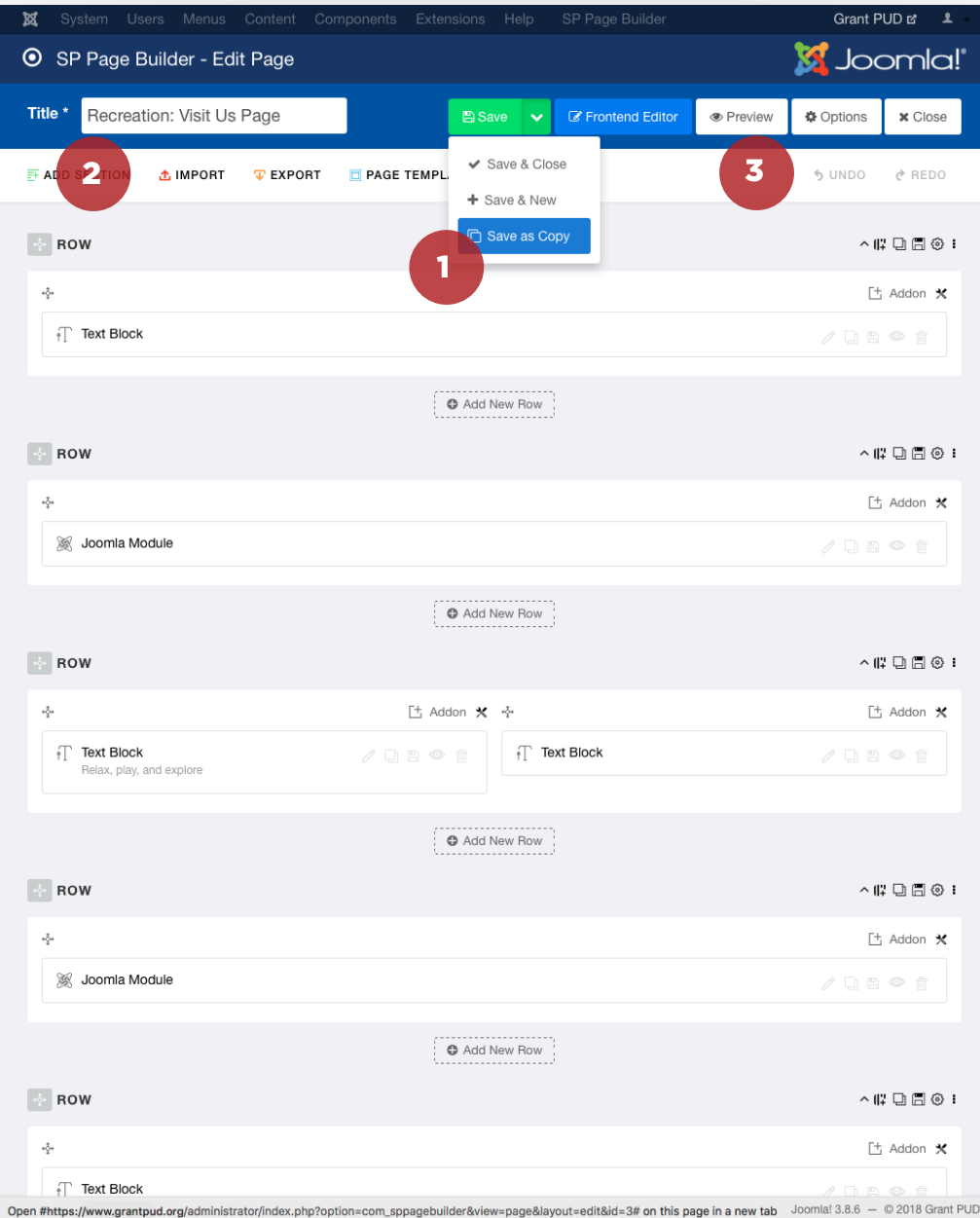
When adding a new page, you start with a blank slate and can Add New Rows to build your content.



Building from an existing Page (Recommended)

When building from an existing page, find a similar page then click on it's title.

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Building from an existing Page (Recommended)

- 1 Once you've clicked on the page you'd like to build from, select "Save As Copy" from the Save options in the upper right hand side.
- 2 Once it Saves as a Copy, give it a new title.
- 3 Once it's renamed, hit "Save" again, then we recommend you click on "Preview" to make the rest of your edits through the front-end editor.

Once your edits are complete on the front-end editor, check out the video "How To Add Pages to Menus"